

Job Opportunity Bulletin

Post Date: 4/13/2017

Associate Governmental Program Analyst

Salary: \$4,600 - \$5,758
Permanent, Full-Time

FINAL FILING DATE: 4/27/2017

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **473-134-5393-700**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Rob Whitlock

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Rob Whitlock
Number: (916) 322-7660
Email:
Robert.whitlock@dds.ca.gov

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong Associate Governmental Program Analyst candidate in the Administrative Division, Client Financial Services Section, Medi-Cal Trust/Private Pay Unit.

The Associate Governmental Program Analyst performs duties related to Medi-Cal billing, reimbursements and Audits. Responsible for analyzing and preparing the monthly Medi-Cal billing invoices; working with other units in the section to provide accurate billing data and conduct analytical research to help formulate procedures for revenue maximization and/or Audit responses.

For complete duties, please see duty statement on the following page.

DESIRED KNOWLEDGE AND SKILLS:

- Knowledge of Medicaid and the Medi-Cal program.
- Knowledge of accounting and auditing principles and procedures.
- Skill and ability to identify, research, analyze and propose solutions
- Excellent verbal and written communication skills
- Ability to work independently, prioritize and organize assignments
- Ability to establish and maintain collaborative and cooperative working relationships with professional and management staff
- Proficient in the use of Excel and Word software

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed State application (STD.678) by the final file date. Please include the basis of your eligibility (list eligibility or transfer must meet the minimum qualifications (MQs) of this classification and position # 473-176-5393-905.

Also include a Statement of Qualifications as a narrative to explain how your education, training, experience and skills meet the minimum and desirable qualifications and qualify you for the position.

If you are using list eligibility from an on-line exam to qualify for this position, you must include with your application documentation (i.e. copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**Department of Developmental Services
Administration Division
Client Financial Services
Revenue Section
Medi-Cal Unit**

DUTY STATEMENT

Name:

JOB TITLE: Associate Governmental Program Analyst

POSITION #: 473-134-5393-700

POSITION DESCRIPTION: Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst performs duties related to Medi-Cal billing, reimbursements and Audits. Responsible for analyzing and preparing the monthly Medi-Cal billing invoices; working with other units in the section to provide accurate billing data and conduct analytical research to help formulate procedures for revenue maximization and/or Audit responses.

SUPERVISION RECEIVED: Staff Services Manager I

Essential Job Functions:

- 35% Reviews monthly and end-of-year Medi-Cal billing reports to verify accurate and complete claiming. Makes claims adjustments for missed billing, inaccurate share of cost, inaccurate drug pricing, primary insurance payments, eligibility, etc. Analysis of consumer accounts for eligibility and making adjustments to Medi-Cal claims for accounts that billed in error, or that billed incorrectly due to late reporting or entry of primary liability information into the Cost Recovery System (CRS).
- 25% Participates as a team member in conducting Medi-Cal compliance reviews of facilities on-site audit to assure federal and state laws and regulations are being met including review of consumer eligibility, service authorizations, third party billing, asset limitations, records retention, CRS documentation, share of cost deductions, and the Medi-Cal application monthly verification and re-determination process. Write compliance reports that include applicable findings and recommendations for corrective.
- 20% Participates as a team member in responding to federal or state audits of the department's Medi-Cal billing. Reviews and verifies documents, analyzes, researches, and document findings related to audits in support of the department's claims for its facilities. Ensures claims are in accordance with federal Medicaid and state Medi-Cal laws and regulations.

Marginal Job Functions:

- 10% Provides via e-mail, phone, or in person, consultation, guidance, and training of headquarters, internal units and facilities staff in the areas of Medi-Cal eligibility, Treatment Authorization Requests, drug claiming, certification issues, primary insurance liability sources, the use of management reports, and the CRS account posting and billing system to ensure Medi-Cal program compliance.

JOB TITLE: Associate Governmental Program Analyst

POSITION #: 473-134-5393-700

10% Reviews and analyzes Medi-Cal program information as received, including current and proposed laws, revisions, and legal settlements. Develops legislative concepts and issue papers, and provide bill analysis. Prepares and delivers the monthly Medi-Cal invoices and supporting documentation to Department of Health Care Services. Updates various spreadsheets, or creates various spreadsheets related to billing data

WORKING CONDITIONS: Continuous use of on-line computer terminal (or laptop), 80% - 90%; use of printed or written reports and files; Open-partitioned office with a smoke-free environment; use of fragrances and fragrance enhanced products are strongly discouraged; multiple changing priorities. Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Occasional (less than 5% of annual time) travel is required. Mode of transportation (taxi, plane or state issued vehicle) and whether it will be overnight will vary depending on the distance of travel.

DESIREABLE QUALIFICATIONS :

- Knowledge of Medicaid and the Medi-Cal program, billing processes and procedures.
- Knowledge of accounting and auditing principles and procedures.
- Skill and ability to analyze data or situations, apply laws, regulations, policies, and procedures to draw sound conclusions.
- Skill and ability to communicate effectively, both verbally and in writing including writing in a clear and professional manner.
- Skill and ability demonstrating proficiency in spreadsheet and document software use including Excel, and Word.
- Skill and ability to prioritize and organize work.